

## **How to File a Bingo Quarterly Report – For Accounting Unit**

Required forms:

- FORMID 69 - Bingo Quarterly Report
- FORMID 130 - Charitable Distributions Details for Accounting Unit

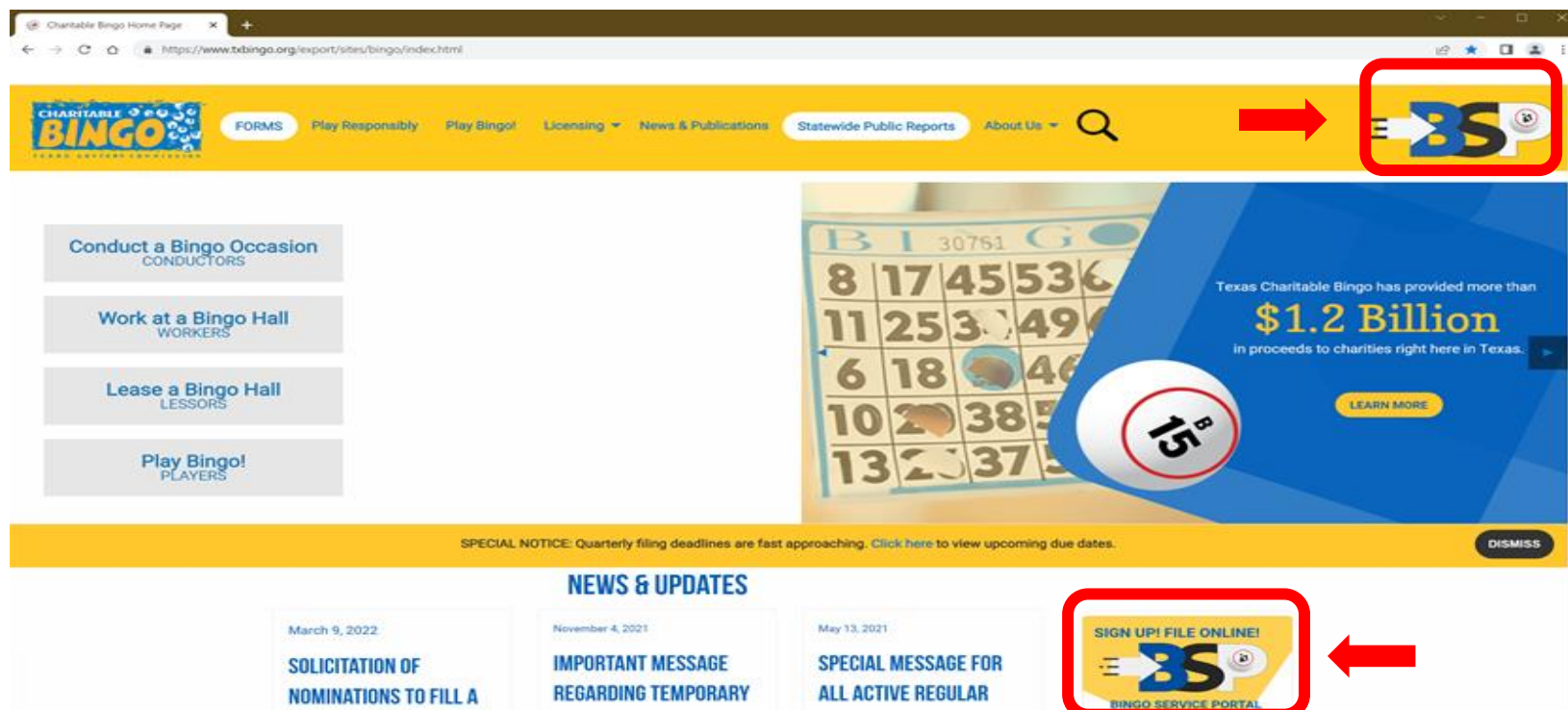
Bingo Quarterly Reports can be filed electronically on the Bingo Service Portal (BSP). Filing electronically is fast, easy, and efficient. BSP will calculate for you, resulting in fewer errors.

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## Step 1: Access the BSP

- Access the BSP at Charitable Bingo homepage or [www.txbingo.org](http://www.txbingo.org) and click the BSP icon located on the top or bottom right side of the webpage.



PLEASE NOTE: Popups must be enabled to allow you to print all applications and forms entered in BSP. If you do not know how to allow popups, you can find instructions on the Internet by searching for key words such as, “How to allow popups.”

## Step 2: Logon to the BSP

- Enter your User Id and Password.
- Click the **Logon** button (if you do not already have a BSP account, please use “Create An Account”).

**CHARITABLE BINGO**  
TEXAS LOTTERY COMMISSION

# Bingo Service Portal

[Forgot Password?](#)  
[Forgot User ID?](#)  
[Public FAQs](#)

User Id

Password

**First Time User?**  
[Create An Account](#)

NOTE: Make sure you have added this site to allow popups for your browser  
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- Now you are on to the BSP Homepage.

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## Bingo Service Portal

User and Account Information   Organization Information   Unit Information   Statewide Public Reports   FAQ's

**training**

Charitable Bingo Training  
Reprint Certificate of Completion  
FORMID 20 Original Applicatio...  
No data to display

**Welcome to the Bingo Service Portal**  
Your one stop for all your Bingo needs

**Important Messages**

\*\*\* Important Messages \*\*\*

Please use the revised forms for your next quarterly submissions (Quarterly reports filed on *old forms will be returned.*) and we encourage you to file using the Bingo Service Portal (BSP)

Instructions for Bingo Quarterly Report FORMID 68 & 69  
- [https://www.txbingo.org/export/sites/bingo/Documents/forms/68-69\\_Instructions.pdf](https://www.txbingo.org/export/sites/bingo/Documents/forms/68-69_Instructions.pdf)

Instructions for Non-Regular Temporary FORMID 131 -  
[https://www.txbingo.org/export/sites/bingo/Documents/forms/131\\_Instruction:Bingo-Occasion-Report.pdf](https://www.txbingo.org/export/sites/bingo/Documents/forms/131_Instruction:Bingo-Occasion-Report.pdf)

### Step 3: Locating FORMID 69 - Accounting Unit Quarterly Report (Bingo Quarterly Report)

- Click the **Unit Information** tab.

The screenshot shows a software interface with several tabs: 'User and Account Information', 'Organization Information', 'Unit Information' (highlighted with a red box), 'Statewide Public Reports', and 'FAQ's'. On the left, under 'Unit Applications', there is a section for 'FILE QUARTERLY REPORTS' with a red arrow pointing to 'FORMID 69 Bingo Quarterly Report'. The main area displays 'Unit Information' for 'Lime Green Inc' with various fields like Taxpayer Number, TIN, EIN, Status, Unit Number, and Address. Below this, there are tabs for 'Members', 'Individuals', 'Quarterly Reports' (selected), 'Charitable Distribution to Members', 'Charitable Distribution Requirements', and 'Operating Capital Limit'. The 'Quarterly Reports Filings' table is visible, showing data for 2022 and 2021. A 'Last 12 Quarterly Reports' section is also present on the right.

Filing Period	Type of Return	Received Date	Prize Fee Due	Prize Fee Paid	Total Prize Fee Due	Rent Income	Rental Tax Amt	Total Due For Report	Total Paid
20222	Original	7/14/2022	8,120.10	0.00	8,526.11		0.00	8,526.11	0.00
20221	Original	4/20/2022	7,966.03	7,966.03	7,966.03		0.00	7,966.03	7,966.03

In the menu on the left side of the screen, click on FORMID 69 Bingo Quarterly Report.

This is a close-up of the left sidebar menu. It shows the 'Unit Applications' section with 'No data to display'. Below it is the 'FILE QUARTERLY REPORTS' section, which includes 'FORMID 69 Bingo Quarterly Re...', 'Saved FORMID 69 Bingo Quart...', 'No data to display', 'FORMID 130 Charitable Distrib...', 'Saved FORMID 130 Charitable ...', and 'No data to display'. A red arrow points to the 'FORMID 69 Bingo Quarterly Re...' option.

## **Step 4: How to file FORMID 69 - Bingo Quarterly Report and submit payment on BSP**

### **Filing Period:**

- The BSP will automatically display the year and the quarter for the *current filing period*. If you are filing for a *previous quarter*, you will have to manually enter the year and quarter.
- The type of report, original or amended, will automatically display as determined by the year and quarter entered.

The screenshot displays the 'Bingo Service Portal' interface. At the top left is the 'CHARITABLE BINGO' logo with 'TEXAS LOTTERY COMMISSION' below it. The main title 'Bingo Service Portal' is at the top right. A note states: 'Note: "Save Report" is used to save this Quarterly Report and allow you to come back and continue the application at a later time.' Below the note are three buttons: 'Return To Unit Detail', 'Save Report', and 'Cancel'. The form fields include: 'Taxpayer Number' (10000000001), 'Unit Number' (12), 'Unit Name' (Lime Green Bingo Unit), 'Street Address' (123 Main St Bldg A Suite 123), 'City' (Austin), 'State' (TX), and 'ZIP Code' (78702). There are two tabs: 'Unit Quarterly Reports' and 'Charitable Distribution to Members'. Under 'Unit Quarterly Reports', the 'Quarterly Report' option is highlighted with a red rectangle. Below this is the 'Filing Information' section with 'Year' (2022), 'Quarter' (2), and 'Type of Report' (Original). At the bottom is the 'Electronic Signature Required' section with a checkbox and the text: 'I declare that the information in this document is true and correct to the best of my knowledge and belief'.



## Amending a Bingo Quarterly Report:

- PLEASE NOTE: If you wish to amend a previously submitted Bingo Quarterly Report, you must wait **24-Hours** to allow the original to be processed overnight. Also, all line items must be re-entered when amending.
- How to file an amendment:
  - The amendment and the original Bingo Quarterly Report are filed using the same steps listed above.
  - To amend, verify the correct year and quarter of the filing period.

The image displays two screenshots of a 'Filing Information' form, illustrating the steps to amend a report. Red arrows point to the specific fields that need to be changed.

**Top Screenshot (Original Report):**

- Filing Information**
- \* Year: 2022
- \* Quarter: 3
- Type of Report: Original

**Bottom Screenshot (Amended Report):**

- Filing Information**
- \* Year: 2022
- \* Quarter: 2
- Type of Report: Amended



## Quarterly Report:

- In the BSP, Quarterly Report will only accept amounts in whole dollar values.
- Complete all required fields.

**Quarterly Report**

**Bingo Occasions/Attendance**

\*1. Total Number of occasions this quarter

\*2. Total number of persons attending this quarter

**BINGO GAMING ACTIVITY (whole dollars)**

	Gross Receipts		Prizes Awarded	Net Receipts
3. Regular bingo - paper/hard cards	10000	Over \$50	1000	
4. Regular bingo - electronic cards	10000	\$50 or Less	1000	
5. Total Regular bingo cards (3 + 4)	20,000	-	2,000	18,000
6. Pull-tab bingo - Event	10000	-	1000	9,000
7. Pull-tab bingo - Instant	10000	-	1000	9,000
8. <b>Total Bingo Activity (5 + 6 + 7 )</b>	40,000	-	4,000	36,000
8a1. Total Regular and Pull-Tab <b>CASH</b> prizes of \$5.00 and under		-	0	
8a2. Total Regular and Pull-Tab <b>NON-CASH</b> prizes		-	0	
8b. Prizes awarded subject to prize fee (8 - 8a1 - 8a2)		-	4,000	

\* All prizes (cash and non-cash)

**RENT INCOME (payments received from other organizations, if applicable (whole dollars))**

9. Total lump sum rent income

10. Property taxes, utility expenses and insurance premiums received from organizations

**OTHER INCOME (whole dollars)**

11a. Bingo interest earned	0
11b. Unclaimed customer account funds	0
11c. Equipment and supplies sales amount	0
11. Total other income (11a + 11b + 11c)	0
12. <b>Total Income Activity (8 + 9 + 10 + 11)</b>	36,000

**RENT PAYMENTS TO COMMERCIAL LESSOR (whole dollars)**

13. Lump sum rent payments to lessor	6000
14. Property taxes, utility expenses and insurances premiums paid to commercial lessor	500
15. <b>Total Rent Payments (Items 13 + 14)</b>	6,500

**EXPENSES (whole dollars)****Cost of Goods Purchases (Items 16 & 17)**

16. Regular Bingo	1000	+ Electronic	100	1,100
17. Pull-tab bingo	1000	+ Instant	100	1,100
18. Purchase, lease or repairs of bingo equipment				1000
19. Rental tax, local, state, federal taxes				1000
20. Advertising and promotions				1000
21. Premises expenses (mortgage, insurance, repairs, utilities, janitorial)				1000
22. Professional services (accounting, legal, security)				1000
23. Employee expenses (payroll and payroll taxes)				1000
24. <b>Do Not Use</b>				
25. Other expenses				100
26. Total expenses (16 - 25)				8,300
27. <b>Total Expenses Payments (15 + 26)</b>				14,800

**PRIZE FEES**

28a. Prize fees paid to State				
28b. Prize fees paid to County				
28c. Prize fees paid to Municipality				
28d. Prize fees collected				
28. Prize fees paid minus prize fees collected (28a + 28b + 28c - 28d)				0
29. <b>Net Proceeds - This Quarter (12 - 27 - 28)</b>				21,200

**DISTRIBUTIONS (whole dollars)**

30a. Charitable distributions		
30b. Unclaimed customer account funds (line 11b)		0
30c. Charitable distributions - retained prize fees		
30. <b>Total Distributions for this Quarter (Add 30a + 30b + 30c)</b>		0

**OTHER TRANSACTIONS (whole dollars)**

	Received		Reimbursed	
31. Transfer of funds (non bingo)		-		0
32. Unit member contributions (bingo funds)		-		0
33. Previous quarter bingo funds balance (from Item 42 of previous report)				
34. <b>Total other transactions (Total of Items 31 - 33)</b>				0

**BINGO FUND BALANCE (whole dollars)**

35. <b>Bingo Funds at End of Quarter - Per Book Balance (29 - 30 + 34) Must match line 42</b>	21,200
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**RECONCILIATION OF BINGO FUNDS TO FUNDS IN BANK (dollars and cents)****(Dollars and Cents)**

36. End of quarter bingo checking account balance	
37. Deposits in transit at end of quarter	
38. Outstanding checks at end of quarter	
39. Reconciled end of quarter bingo checking account balance (36 + 37 - 38)	0.00
40. Reconciled end of quarter bingo savings account <b>if applicable</b>	
41. Reconciled end of quarter petty cash on hand (if from bingo net proceeds)	
42. <b>Bingo funds at End of Quarter - Per Bank Balance (39 + 40 + 41) Must match line 35</b>	0.00

**Note: Line 42 rounded to whole dollars should equal Line 35**

## Calculations of Prize Fees:

- Click **Calculate Prize Fee Due**.
  - BSP will perform the appropriate calculations.
  - BSP will calculate only the payment due to the State and display the percentage of the prize fee due to the State.
  - The percentage of prize fee due to the State will be either 50% or 100%.
  - Prize Fee Balance Due to State for Report and Total Balance Due will display.
    - *Prize fee Due to State* is the total amount of prize fees owed for a single quarter, either an original or an amendment.
    - *Total Balance Due* includes any outstanding penalties and interest accrued for late filing.
- Click **Print Report**.

**CALCULATIONS OF PRIZE FEES**

[Calculate Prize Fee Due](#)

If an organization played occasions in multiple municipalities or counties complete and submit Form 156: Prize Fee Summary for Multiple Playing Locations.

	Percentage of prize fee	Prize Fee	Rental Tax
1a. Prizes awarded subject to prize fee (from Item 8b, prizes awarded column)			
2a. Prize fee rate (5%)		0.05	
3a. Total Prize fees due (multiply Line 1a by Line 2a)			
3b. Prize fee due to State			
3c. Prize fee due to County			
3d. Prize fee due to Municipality			
3e. Prize fee to be retained for charitable distribution			
4a. Late filing penalty for State Prize Fee		0.00	
5a. Late filing interest for State Prize Fee			
6a. Total Amount due to State (3b + 4a + 5a)			

Calculation of Balance Due for Report

Total Prize Fees, Penalty and Interest Due to State For this Report (6a)  
Prize Fees Already Paid for This Quarterly Report \_\_\_\_\_  
**Prize Fee Balance Due to State for Report** \_\_\_\_\_


**Total Balance Due** \_\_\_\_\_

[Print Report](#)

NOTE: Make sure you have added this site to allow popups for your browser  
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## How to Print Bingo Quarterly Report:

- When you click the **Print Report** button, a printable version of the Bingo Quarterly Report will appear in print preview.

 <b>Charitable Bingo Operations Division</b> <b>Bingo Quarterly Report</b>		UNIT
		FORMID 69
<b>FORM SUBMISSION</b> You may file this form and pay the amount due on the Bingo Service Portal (BSP) <a href="https://bsc.tbbingo.org">https://bsc.tbbingo.org</a> • This report is to be used by Units and Conductors, including Conductors that also hold a Commercial Lessor License. • A cash basis accounting method must be used to prepare this report. • You must file a report even if no games were conducted. Failure to timely file this report may result in an administrative penalty of up to \$300. • Make your payment for the amount in Item 6a payable to: <b>STATE COMPTROLLER</b> . Do not staple your check to this report for paper submissions. <b>USPS Delivery:</b> Texas Lottery Commission, Charitable Bingo Operations Division, PO Box 16630, Austin, TX 78761-6630 <b>Courier Delivery:</b> Texas Lottery Commission, Charitable Bingo Operations Division, 1801 N. Congress Ave., Austin, TX 78701 <b>Fax:</b> 1-512-344-5142 <b>Email:</b> <a href="mailto:bingo.services@lottery.state.tx.us">bingo.services@lottery.state.tx.us</a> <b>Website:</b> <a href="http://tbbingo.org">tbbingo.org</a> <b>Do not send prize fees due to a County or Municipality to the TLC. Payments that are incorrect (i.e. overpayments) will be returned.</b>		
Unit Id	Taxpayer Number	Filing Period <b>2022</b> Quarter <b>2</b>
Organization/Unit Name & Mailing Address Any Bingo Unit 1212 Anyroad Drive Some City, TX 78111		Return Type: Amended <b>THIS REPORT HAS NOT BEEN SUBMITTED</b>
<b>BINGO OCCASIONS / ATTENDANCE</b> 1. Total Number of occasions this quarter 2. Total number of persons attending this quarter		
		1. <input type="text" value="10"/> 2. <input type="text" value="100"/>
<b>BINGO GAMING ACTIVITY (whole dollars)</b> 3. Regular bingo - paper/hard cards 4. Regular bingo - electronic cards 5. Total Regular bingo cards (3 + 4) 6. Pull-tab bingo - Event 7. Pull-tab bingo - Instant 8. <b>Total Bingo Activity (5 + 6 + 7)</b> 8a1. Total Regular and Pull-Tab <b>CASH</b> prizes of \$5.00 and under 8a2. Total Regular and Pull-Tab <b>NON-CASH</b> prizes 8b. Prizes awarded subject to prize fee (8 - 8a1 - 8a2) *All prizes (cash and non-cash)		
<b>Gross Receipts</b> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/>		<b>Over \$50* \$50 or less*</b> - - - - - -
<b>Prizes Awarded</b> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/> 8a1. <input type="text"/> 8a2. <input type="text"/> 8b. <input type="text"/>		5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/> 8a1. <input type="text"/> 8a2. <input type="text"/> 8b. <input type="text"/>
<b>RENT INCOME (payments received from other organizations, if applicable (whole dollars))</b> 9. Total lump sum rent income 10. Property taxes, utility expenses and insurance premiums received from organizations		
<b>OTHER INCOME (whole dollars)</b> 11a. Bingo interest earned 11b. Unclaimed customer account funds 11c. Equipment and supplies sales amount 11. Total other income (11a + 11b + 11c) 12. <b>Total Income Activity (8 + 9 + 10 + 11)</b> Report Continues on Next Page with Item 13		
		11a. <input type="text"/> 11b. <input type="text"/> 11c. <input type="text"/> 11. <input type="text"/> 12. <input type="text"/>
<b>CALCULATIONS OF PRIZE FEES</b> *If an organization played occasions in multiple municipalities or counties complete and submit Form 156: Prize Fee Summary for Multiple Playing Locations		
1a. Prizes awarded subject to prize fee (from Item 8b, prizes awarded column) 2a. Prize fee rate (5%) 3a. Total Prize fees due (multiply Line 1a by Line 2a)		<b>Prize Fees</b> 1a. <input type="text"/> 2a. <input type="text" value="0.05"/> 3a. <input type="text"/> 3b. <input type="text"/> 3c. <input type="text"/> 3d. <input type="text"/> 3e. <input type="text"/> 4a. <input type="text" value="0.00"/> 5a. <input type="text"/> 6a. <input type="text"/>
3b. Prize fee due to State 3c. Prize fee due to County 3d. Prize fee due to Municipality 3e. Prize fee to be retained for charitable distribution 4a. Late filing penalty for State Prize Fee 5a. Late filing interest for State Prize Fee 6a. <b>Total Amount due to State (3b + 4a + 5a)</b>		Percentage of prize fee <input type="text"/> 3c. <input type="text"/> 3d. <input type="text"/> 3e. <input type="text"/> 4a. <input type="text"/> 5a. <input type="text"/> 6a. <input type="text"/>



**RENT PAYMENTS TO COMMERCIAL LESSOR** (whole dollars)

13. Lump sum rent payments to lessor  
 14. Property taxes, utility expenses and insurances premiums paid to commercial lessor

13.	
14.	
15.	0

15. **Total Rent Payments (Items 13 + 14)****EXPENSES** (whole dollars)

Cost of Goods Purchased (Items 16 &amp; 17)

16. Regular Bingo 



 + Electronic 



  
 17. Pull-tab bingo 



 + Instant 



  
 18. Purchase, lease or repairs of bingo equipment  
 19. Rental tax, local, state, federal taxes  
 20. Advertising and promotions  
 21. Premises expenses (mortgage, insurance, repairs, utilities, janitorial)  
 22. Professional services (accounting, legal, security)  
 23. Employee expenses (payroll and payroll taxes)  
 24. **Do Not Use**  
 25. Other expenses  
 26. Total expenses (16 - 25)  
 27. **Total Expenses Payments (15 + 26)**

16.	0
17.	0
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	0
27.	0

**PRIZE FEES**

- 28a. Prize fees paid to State  
 28b. Prize fees paid to County  
 28c. Prize fees paid to Municipality  
 28d. Prize fees collected  
 28. Prize fees paid minus prize fees collected (28a + 28b + 28c - 28d)  
 29. **Net Proceeds - This Quarter (12 - 27 - 28)**

28a.	
28b.	
28c.	
28d.	
28.	0
29.	0

**DISTRIBUTIONS** (whole dollars)

- 30a. Charitable distributions  
 30b. Unclaimed customer account funds (line 11b)  
 30c. Charitable distributions - retained prize fees  
 30. **Total Distributions for this Quarter (Add 30a + 30b + 30c)**

30a.	
30b.	
30c.	
30.	0

**OTHER TRANSACTIONS** (whole dollars)

31. Transfer of funds (non bingo)  
 32. Unit member contributions (bingo funds)  
 33. Previous quarter bingo funds balance (from Item 42 of previous report)  
 34. **Total other transactions (Total of Items 31 - 33)**

RECEIVED		REIMBURSED
<table border="1" style="width: 100px; height: 20px;"></table>	-	<table border="1" style="width: 100px; height: 20px;"></table>
<table border="1" style="width: 100px; height: 20px;"></table>	-	<table border="1" style="width: 100px; height: 20px;"></table>

31.	0
32.	0
33.	
34.	0

**BINGO FUND BALANCE** (whole dollars)35. **Bingo Funds at End of Quarter - Per Book Balance (29 - 30 + 34) Must match line 42**

35.	0
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**RECONCILIATION OF BINGO FUNDS TO FUNDS IN BANK** (dollars and cents)

36. End of quarter bingo checking account balance  
 37. Deposits in transit at end of quarter  
 38. Outstanding checks at end of quarter  
 39. Reconciled end of quarter bingo checking account balance (36 + 37 - 38)  
 40. Reconciled end of quarter bingo savings account **if applicable**  
 41. Reconciled end of quarter petty cash on hand (if from bingo net proceeds)  
 42. **Bingo funds at End of Quarter - Per Bank Balance (39 + 40 + 41) Must match line 35**

36.	
37.	
38.	
39.	0.00
40.	
41.	
42.	0.00

I declare that the information in this document and accompanying supplements are true and correct to the best of my knowledge and belief.

Sign >  
here >

Signature

Phone No.

Print Name

Date

09/29/2022

## How to save Bingo Quarterly Report information:

- When you have finished entering all required Quarterly Report information or if you want to stop entering and complete the Quarterly Report later, you must click **Save Report**. If you do not “Save Report” you may lose any unsaved data when BSP times out after 10 minutes of inactivity. **Save your Bingo Quarterly Report information often!**

The screenshot displays the 'Bingo Service Portal' interface. At the top, a note states: "Note: 'Save Report' is used to save this Quarterly Report and allow you to come back and continue the application at a later time." Below this note, there are three buttons: 'Return To Unit Detail', 'Save Report' (which is highlighted with a red rectangular box), and 'Cancel'. The 'Save Report' button has a small icon of a floppy disk. Below the buttons, the form contains several fields: 'Taxpayer Number' (10000000001), 'Unit Number' (12), 'Unit Name' (Lime Green Bingo Unit), 'Street Address' (123 Main St Bldg A Suite 123), 'City' (Austin), 'State' (TX), and 'ZIP Code' (78702). There are two tabs: 'Unit Quarterly Reports' (selected) and 'Charitable Distribution to Members'. Under the 'Unit Quarterly Reports' tab, there is a section for 'Quarterly Report' with 'Filing Information' including 'Year' (2022), 'Quarter' (2), and 'Type of Report' (Original). Below this is a section for 'Electronic Signature Required' with a checkbox and the text 'I declare that the information in this document is true and correct to the best of my knowledge and belief'. At the bottom, there is a section for 'Quarterly Report' with the heading 'Bingo Occasions/Attendance' and two rows of input fields: '1. Total Number of occasions this quarter' and '2. Total number of persons attending this quarter'.

- PLEASE NOTE: **Save Report** does not automatically submit your Bingo Quarterly Report to the Charitable Bingo Operations Division (the Division). Instructions about how to submit (aka file) your Bingo Quarterly Report can be found below.

### Electronic Signature Required:

- After you have completed your quarterly report or amendment and have read the Electronic Signature Required message, check the box located in front of the “I declare...” statement.

The screenshot displays the 'Bingo Service Portal' interface. At the top, a note states: 'Note: "Save Report" is used to save this Quarterly Report and allow you to come back and continue the application at a later time.' Below this note are three buttons: 'Return To Organization Detail', 'Save Report', and 'Cancel'. The 'Taxpayer Information' section includes fields for 'Taxpayer Number' (1000000001), 'Organization Name' (Lime Green Inc), 'Mailing Address' (123 Main St Bldg A Suite 123), 'City' (Austin), 'State' (TX), 'Zip' (78702), 'Contact Name' (Sara Doe), 'Contact Phone', and 'Contact Fax'. The 'Quarterly Report' tab is selected, showing 'Filing Information' with 'Year' set to 2022, 'Quarter' set to 3, and 'Type of Report' set to Original. The 'Electronic Signature Required' section at the bottom features a red-bordered box containing the text: 'I declare that the information in this document and accompanying supplements are true and correct to the best of my knowledge and belief.' A checkbox is positioned to the left of this text.



## How to submit (aka file) the completed Bingo Quarterly Report:

- When you have completed entry of all information into the Quarterly Report, and confirmed it is correct, you are ready to submit it to the Division. First, you must click the **Save and Continue** button at the top of the BSP screen.

### Bingo Service Portal

Note: "Save Report" is used to save this Quarterly Report and allow you to come back and continue the application at a later time.

[Return To Unit Detail](#) [Save Report](#) [Save and Continue](#) [Cancel](#)

Taxpayer Number 10000000001

Unit Number 12 Unit Name Lime Green Bingo Unit

Street Address 123 Main St Bldg A Suite 123

City Austin State TX ZIP Code 78702

Unit Quarterly Reports Charitable Distribution to Members

Quarterly Report

**Filing Information**

\* Year 2022 \* Quarter 2 Type of Report Original

**Electronic Signature Required**

☒ I declare that the information in this document is true and correct to the best of my knowledge and belief

Signed By Sara Doe

**Quarterly Report**

**Bingo Occasions/Attendance**

*1. Total Number of occasions this quarter	215
*2. Total number of persons attending this quarter	13,870

- Clicking the **Save and Continue** button, opens the **Submit Report** screen. See image below.
- Click **Submit Report** to Submit the Accounting Unit Quarterly Report (Bingo Quarterly Report) to the Division.
  - If there is NO Prize Fee Balance Due to State for Report, BSP will advance to the Organization Information tab screen and a confirmation email will be sent to you. See example below.
  - If there is a *Prize Fee Balance Due to State for Report*, BSP will redirect you to the Payment screen. Upon successful received payment, the Division will send you the first of two confirmation emails.
- Upon processing of payment, you will receive a confirmation email from Tex.gov when the payment was processed successfully.

- PLEASE NOTE: The Pay Return drop down menu must display “On-Line” to submit (aka file) your Bingo Quarterly Report.

**Bingo Service Portal**

Pay Return **On-Line** Submit Report Cancel

**Unit Information**  
 Taxpayer Number 10000000001  
 Unit Number 12 Unit Name Lime Green Bingo Unit  
 Street Address 123 Main St Bldg A Suite 123  
 City Austin State TX ZIP Code 78702

**Quarterly Report**  
 Year 2022 Quarter 2  
 Total payment due for this report is 33,003.86  
 ✓ I declare that the information in this document is true and correct to the best of my knowledge and belief  
 Signed By Sara Doe

**Calculation Details**

**CALCULATIONS OF PRIZE FEES**  
 If an organization played occasions in multiple municipalities or counties complete and submit Form 156: Prize Fee Summary for Multiple Playing Locations.

	Percentage of prize fee	Prize Fee	Rental Tax
1a. Prizes awarded subject to prize fee (from Item 8b, prizes awarded column)		1,257,290.00	
2a. Prize fee rate (5%)		0.05	
3a. Total Prize fees due (multiply Line 1a by Line 2a)		62,864.50	
3b. Prize fee due to State	50%	31,432.25	
3c. Prize fee due to County			
3d. Prize fee due to Municipality			
3e. Prize fee to be retained for charitable distribution			
4a. Late filing penalty for State Prize Fee		1,571.61	
5a. Late filing interest for State Prize Fee		0.00	
6a. Total Amount due to State (3b + 4a + 5a)		33,003.86	

**Calculation of Balance Due for Report**

Total Prize Fees, Penalty and Interest Due to State For this Report (6a)	33,003.86
Prize Fees Already Paid for This Quarterly Report	0.00
<b>Prize Fee Balance Due to State for Report</b>	<b>33,003.86</b>
<b>Total Balance Due</b>	<b>33,003.86</b>

NOTE: Make sure you have added this site to allow popups for your browser  
[Terms and Conditions](#) [Privacy Statement](#)

## How to submit the payment - 4 steps:

### Step 1: Payment Type:

- Electronic funds transfers (EFTs) from the bingo bank account must be used to pay outstanding balances on BSP.
- Click **Next**.

**Bingo Service Portal**

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

### Payment

**Payment Type**

Payment Type \*

Electronic Check ▼

☐ Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT").

**Next >**

**Customer Information**

**Payment Information**

**Cancel**

### Transaction Summary

Unit Quarterly Report	\$33,003.86
<b>Texas.gov Price</b> ⓘ	<b>\$33,003.86</b>

### Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

## Step 2: Customer Information:

Complete all required fields (\*), click **Next**.

**Bingo Service Portal**

1 Payment Type > 2 Customer Info > 3 Payment > 4 Submit Payment

**Payment**

Payment Type ✓

**Electronic Check**

**Customer Information**

Country \* Complete all required fields [ \* ]  
United States

First Name \* ✓ John Last Name \* ✓ Doe

Address \* ✓ 147 Heaven Street

Address 2 ✓

City \* ✓ Austin State \* ✓ TX - Texas

ZIP/Postal Code \* ✓ 78702

Phone Number \* ✓ 512-344-5117

Email \* ✓ [alice.banks@lottery.state.tx.us](mailto:alice.banks@lottery.state.tx.us)

**Next >**

**Payment Information**

Cancel

**Transaction Summary**

Unit Quarterly Report	\$33,003.86
Texas.gov Price <span>✓</span>	\$33,003.86

**Need Help?**  
Please complete the Customer Information Section

### Step 3: Payment:

Complete all required fields (\*), click **Next**.

Bingo Service Portal

Payment

Payment Type

Electronic Check

Customer Information

Address

John Doe  
147 Heaven Street  
Austin, TX 78702

Phone Number

512-344-5117

Country

United States

Email Address

alice.banks@lottery.state.tx.us

Edit

Payment Information

Name on Account \*

Routing Number \*

Account Number \*

Re-enter Account Number. \*

Checking

Savings

Pay

00345678

0034567856

Routing Number

Account Number

Next >

Cancel

Transaction Summary

Unit Quarterly Report	\$33,003.86
Texas.gov Price	\$33,003.86

Need Help?  
You have selected to pay by Electronic Check.  
Complete Customer Billing Information and enter  
Electronic Check Information.

How to file an Accounting Unit Quarterly Report (Bingo Quarterly Report) If you have questions on how to file an Accounting Unit Quarterly Report (Bingo Quarterly Report), please contact the Education Section at 512-344-5299

Page 21 of 48

## Step 4: Submit Payment:

- After you have read the Terms and Conditions message, check the boxes in front of the “I authorize this transaction” and the “I am not a robot” statements.

**Bingo Service Portal**

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

### Payment

Payment Type ✓

**Electronic Check**

Customer Information ✓ [Edit](#)

Address: John Doe, 147 Heaven Street, Austin, TX 78702  
Country: United States  
Phone Number: 512-344-5117  
Email Address: alice.banks@lottery.state.tx.us

Payment Information ✓ [Edit](#)


Electronic Check: \*\*\*\*3456  
Name on Account: Unit Heaven

Terms and Conditions [Open a new window to print](#)

Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records.  
By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:  
1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.  
2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.

☐ Yes, I authorize this transaction.

Verification

☐ I'm not a robot 

[Cancel](#) [Submit Payment](#)

### Transaction Summary

Unit Quarterly Report	\$33,003.86
Texas.gov Price	\$33,003.86

### Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment. You will receive a printable receipt to the email address you provided.



- After entering the check marks, click **Submit Payment**.

Bingo Service Portal

1 Payment Type
2 Customer Info
3 Payment
4 Submit Payment

### Payment

Payment Type ✓  
**Electronic Check**

Customer Information ✓ Edit  

Address

John Doe  
147 Heaven Street  
Austin, TX 78702

Phone Number

512-344-5117

Country

United States

Email Address

alice.banks@lottery.state.tx.us

Payment Information ✓ Edit  

Electronic Check

\*\*\*\*3456

Name on Account


Unit Heaven

Terms and Conditions Open a new window to print  

this authorization, I may contact Texas Lottery Commission at 512.344.5000.  
7. I understand the Originating ID for this transaction is "", Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.  
8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing Texas Lottery Commission's state.

☒ Yes, I authorize this transaction.

Verification  

✓ I'm not a robot


Cancel Submit Payment

### Transaction Summary

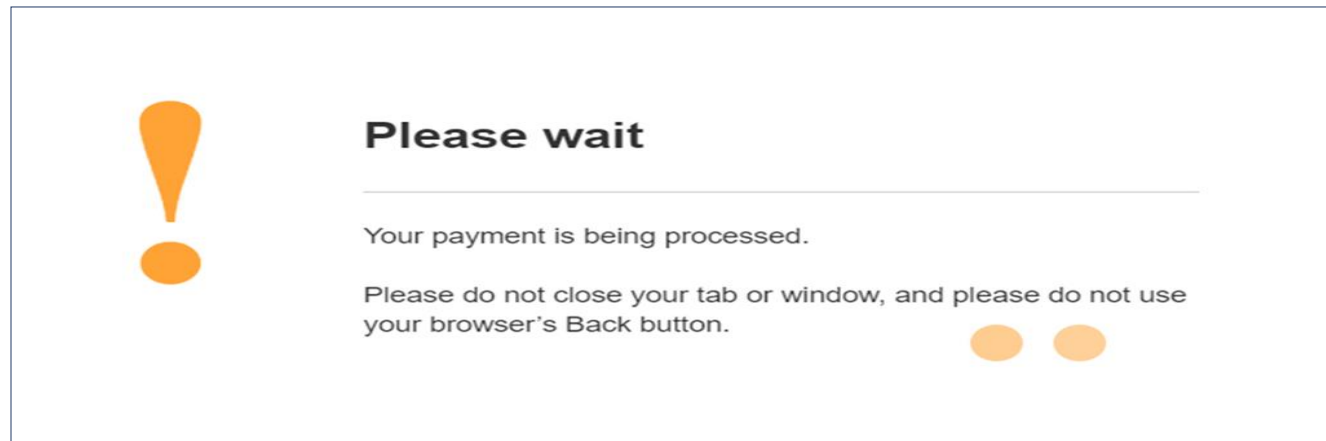
Unit Quarterly Report	\$33,003.86
<b>Texas.gov Price</b>	<b>\$33,003.86</b>

### Need Help?

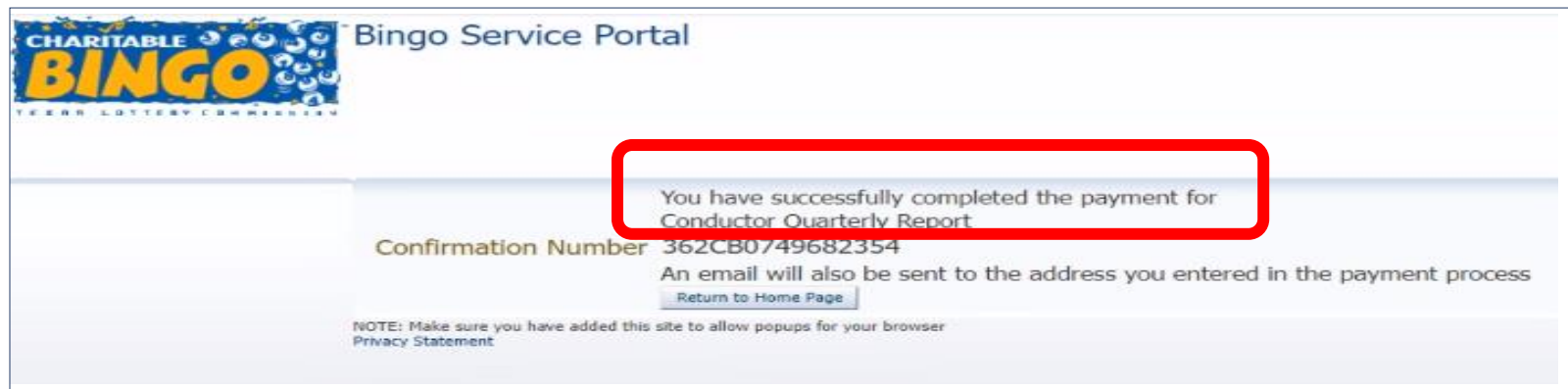
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment. You will receive a printable receipt to the email address you provided.

**Payment - Please Wait message:** The Please wait message is an important part in the submitting and processing of the payment.

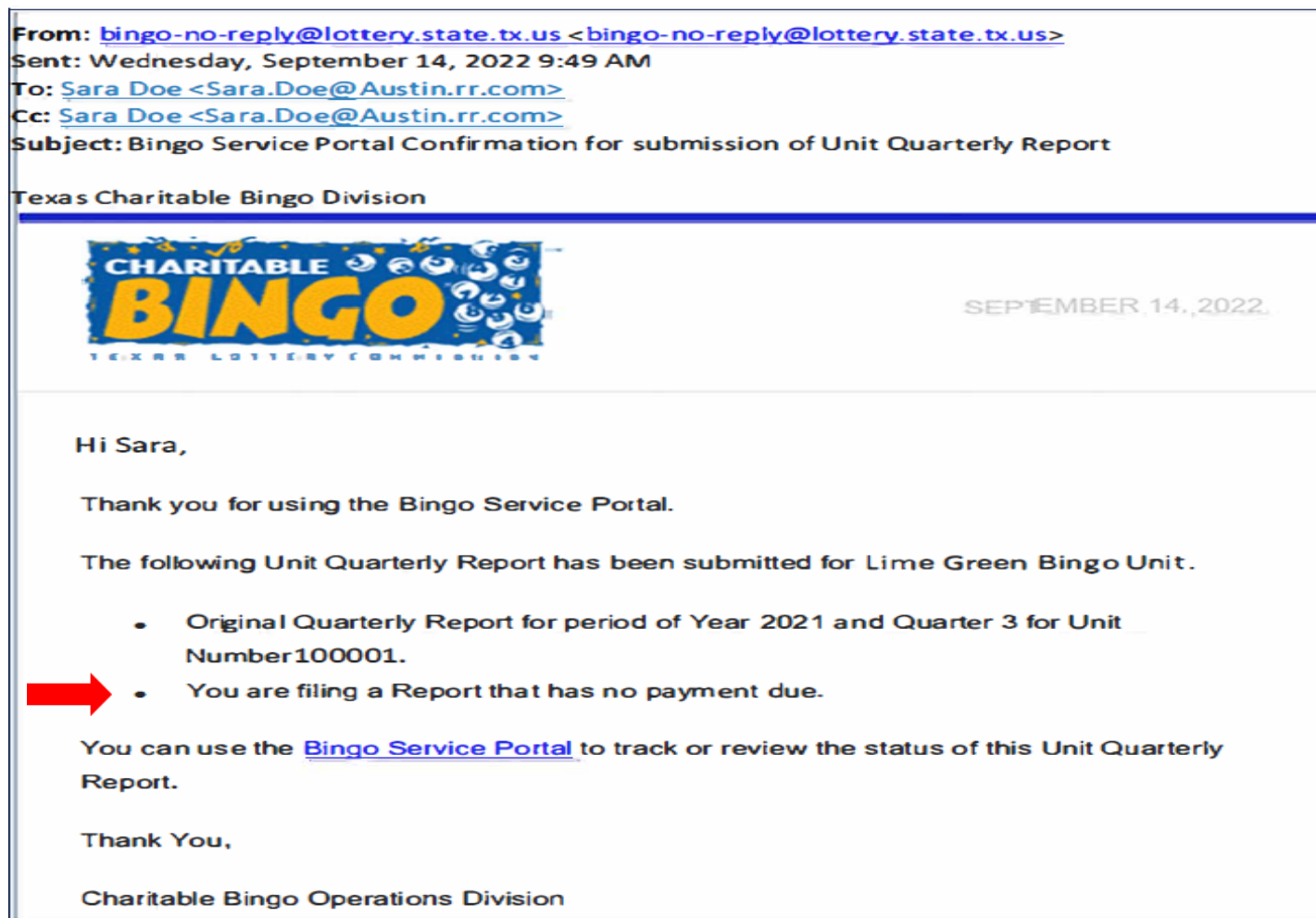
While the “**Please wait**” message is displayed, **DO NOT close your tab or window or use your browser’s back button!**



**Payment successfully completed screen for FORMID 69 - Bingo Quarterly Report:** After the payment has been processed, the Please Wait message will be replaced with the “You have successfully completed the payment...”



- PLEASE NOTE: The following are examples of confirmation emails that BSP automatically sends once a Bingo Quarterly Report is successfully submitted.
  - Original Unit Quarterly Report email confirmation example of no payment due.
  - Original Unit Quarterly Report email confirmation example of payment due.





Mon 9/12/2022 2:42 PM

bingo-no-reply@lottery.state.tx.us

**Bingo Service Portal Confirmation for submission of Unit Quarterly Report**

To  Sara Doe <Sara.Doe@Austin.rr.com>

Cc  Sara Doe <Sara.Doe@Austin.rr.com>

Retention Policy 30 Day Delete - All Folders (30 days)

 This item will expire in 28 days. To keep this item longer apply a different Retention Policy.

Texas Charitable Bingo Division



SEPTEMBER 12, 2022

Hi Sara,

Thank you for using the Bingo Service Portal.

The following Unit Quarterly Report has been submitted for Lime Green Bingo – Austin Unit.

- Quarterly Report for period of Year 2021 and Quarter 3 for Unit Number 100001.
- You have elected to pay the amount of \$20.86 On-line using texas.gov. Thank you for using this option. If you canceled or do not complete the payment process you will need to mail in a check for this amount prior to the due date.

You can use the [Bingo Service Portal](#) to track or review the status of this Unit Quarterly Report.

Thank You,

Charitable Bingo Operations Division

## Payment Receipt Confirmation email:

When you successfully submit the payment, the Texas.gov will automatically send a Payment Receipt Confirmation email to the BSP user's email address. This email is in addition to the email confirmation of a successfully submitted Bingo Quarterly Report mentioned above.

- If you do not receive the Payment Receipt Confirmation email, please check your junk or spam folders.
- Keep the Payment Receipt Confirmation email for your records.

Payment Receipt Email Confirmation example.

Fri 5/6/2022 2:00 PM

**JM** Sara Doe <Sara.Doe@Austin.rr.com>  
Fwd: Bingo Service Portal Receipt

To: Banks, Alice

Retention Policy 30 Day Delete - All Folders (30 days) Expires 6/5/2022

**i** This item is expired.  
You replied to this message on 5/9/2022 9:01 AM.  
If there are problems with how this message is displayed, click here to view it in a web browser.

**CAUTION: This email originated outside the Texas Lottery's email system.  
DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.**

----- Forwarded message -----  
From: <noreply@lottery.state.tx.us>  
Date: Thu, May 5, 2022 at 10:13 AM  
Subject: Bingo Service Portal Receipt  
To:

**Payment Receipt Confirmation**  
Your payment was successfully processed. Please print this receipt page for your records.

**Transaction Summary**

Description	Amount
Bingo Service Portal Payment	\$779.89
Texas.gov Price	\$779.89

**Customer Information**  
Customer Name Lime Green  
Local Reference ID 362CB1763292119  
Receipt Date 5/5/2022  
Receipt Time 10:13:24 AM CDT

**Payment Information**  
Payment Type Electronic Check  
Account Number \*\*\*\*\*000  
Order ID 568432276  
Billing Name Lime Green

**Billing Information**  
Billing Address 123 Main St Bldg A Suite 123  
Billing City, State San Antonio, TX  
ZIP/Postal Code 78702  
Country US  
Phone Number 5121231234  
This receipt has been emailed to the address below.  
Email Address Sara.Doe@Austin.rr.com

## Step 5: How to verify that the Bingo Quarterly Report has been successfully submitted (aka filed)

- To verify that the Bingo Quarterly Report has been submitted to the Division click on the **Unit Information** tab.

**CHARITABLE BINGO**  
TEXAS LOTTERY COMMISSION

### Bingo Service Portal

**User and Account Information** | **Organization Information** | **Unit Information** | **Statewide Public Reports** | **FAQ's**

**Unit Applications**  
No data to display

**FILE QUARTERLY REPORTS**  
FORMID 69 Bingo Quarterly Re...  
Saved FORMID 69 Bingo Quart...  
No data to display  
FORMID 130 Charitable Distrib...  
Saved FORMID 130 Charitable ...  
No data to display

**Unit Information**

Taxpayer Number 10000000001 TIN EIN 100000003 Status Active Unit Number 12 **Bingo Hall**

Unit Name Lime Green Inc  
Street Address 123 Main St Bldg A Suite 123  
City Austin State Texas ZIP Code 78702

Setup Date Effective Date 4/1/2004

Management Type Designated Agent

Lessor Taxpayer Number 10000000001 Lessor License Number 3  
Organization Name Lime Green Inc  
Playing Location Name  
Playing Location Type Commercial Lessor Location  
Phone Number 5121231234 FAX  
Hall Phone Number 5121231235 Hall Fax Number 21

**Members** | **Individuals** | **Quarterly Reports** | **Charitable Distribution to Members** | **Charitable Distribution Requirements** | **Operating Capital Limit**

**Quarterly Reports Being Processed**

Filing Period	Date Submitted	Unit No.	Type of Report	Fee Due For Report	Amount due for this Report	Signed By	Payment Status
20222	08/17/2022	12	Original	33,003.86	0.00	Sara Doe	On-Line

**Quarterly Reports Filings**

Filing Period	Type of Return	Received Date	Prize Fee Due	Prize Fee Paid	Total Prize Fee Due	Rent Income	Rental Tax Amt	Total Due For Report	Total Paid
20221	Original	4/14/2022	28,345.63	28,345.63	28,345.63		0.00	28,345.63	28,345.63
20214	Original	1/16/2022	28,931.95	28,931.95	28,931.95		0.00	28,931.95	28,931.95
20213	Original	10/11/2021	29,842.20	29,842.20	29,842.20		0.00	29,842.20	29,842.20

**Last 12 Q**

90K  
75K  
60K  
45K  
30K



- Click the **Quarterly Report** tab.
  - The Quarterly Reports Being Processed box only displays on the day that the Quarterly Report is Submitted. After 24-hours, the Quarterly Report is moved into the Quarterly Reports Filings box.
  - The Quarterly Report Filings box displays all Quarterly Reports that were Submitted more than 24-hours ago.

The screenshot displays the Bingo Service Portal interface. At the top, there's a header with the 'CHARITABLE BINGO' logo, 'Bingo Service Portal' text, and a user welcome message 'Welcome Sara Doe' with 'Home' and 'Logout' links. Below the header is a navigation bar with tabs: 'User and Account Information', 'Organization Information', 'Unit Information', 'Statewide Public Reports', and 'FAQ's'. The 'Unit Information' tab is active.

On the left sidebar, there are sections for 'Unit Applications' (No data to display) and 'FILE QUARTERLY REPORTS' (listing various forms like FORM 69 and FORM 130). The main content area shows 'Unit Information' for 'Unit Name: Lime Green Bingo Unit'. It includes fields for Taxpayer Number, TIN, EIN, Status, Unit Number, Street Address, City, State, ZIP Code, Setup Date, Effective Date, and Management Type. A red arrow points to the 'Effective Date' field.

Below the unit information, there are tabs for 'Members', 'Individuals', 'Quarterly Reports', 'Charitable Distribution to Members', 'Charitable Distribution Requirements', and 'Operating Capital Limit'. The 'Quarterly Reports' tab is active.

Under the 'Quarterly Reports' tab, there are two sections: 'Quarterly Reports Being Processed' and 'Quarterly Reports Filings'.

The 'Quarterly Reports Being Processed' section contains a table with the following data:

Filing Period	Date Submitted	Unit No.	Type of Report	Fee Due For Report	Amount due for this Report	Signed By	Payment Status
20222	08/17/2022	12	Original	33,003.86	0.00	Sara Doe	On-Line

The 'Quarterly Reports Filings' section contains a table with the following data:

Filing Period	Type of Return	Received Date	Price Fee Due	Price Fee Paid	Total Prize Fee Due	Rent Income	Rental Tax Amt	Total Due For Report	Total Paid
20221	Original	4/24/2022	28,345.63	28,345.63	28,345.63	0.00	0.00	28,345.63	28,345.63
20214	Original	1/16/2022	28,931.95	28,931.95	28,931.95	0.00	0.00	28,931.95	28,931.95
20213	Original	10/11/2021	29,842.20	29,842.20	29,842.20	0.00	0.00	29,842.20	29,842.20
20212	Original	7/10/2021	30,595.93	30,595.93	30,595.93	0.00	0.00	30,595.93	30,595.93
20211	Original	4/10/2021	27,968.83	27,968.83	27,968.83	0.00	0.00	27,968.83	27,968.83
20204	Original	1/11/2021	28,902.83	28,902.83	28,902.83	0.00	0.00	28,902.83	28,902.83
20203	Original	10/26/2020	37,532.33	37,532.33	37,532.33	0.00	0.00	37,532.33	37,532.33
20202	Original	7/14/2020	17,689.13	17,689.13	17,689.13	0.00	0.00	17,689.13	17,689.13
20201	Adjustment	7/17/2020	34,100.03	34,100.03	34,100.03	0.00	0.00	34,100.03	34,100.03

On the right side of the 'Quarterly Reports' tab, there is a bar chart titled 'Last 12 Quarterly Reports' showing 'Price Fee Due' for various filing periods. The chart shows a general upward trend in the price fee due over the last 12 periods.



To print a copy of the submitted Bingo Quarterly Report, click the printer icon.

Members

Individuals


Quarterly Reports

Charitable Distribution to Members



Charitable Distribution Requirements

Operating

Quarterly Reports Being Processed

	Filing Period	Date Submitted	Unit No.	Type of Report	Fee Due For Report	Amount due for this Report	Signed By	Payment Status
	20222	08/17/2022	12	Original	33,003.86	0.00	Sara Doe	On-Line

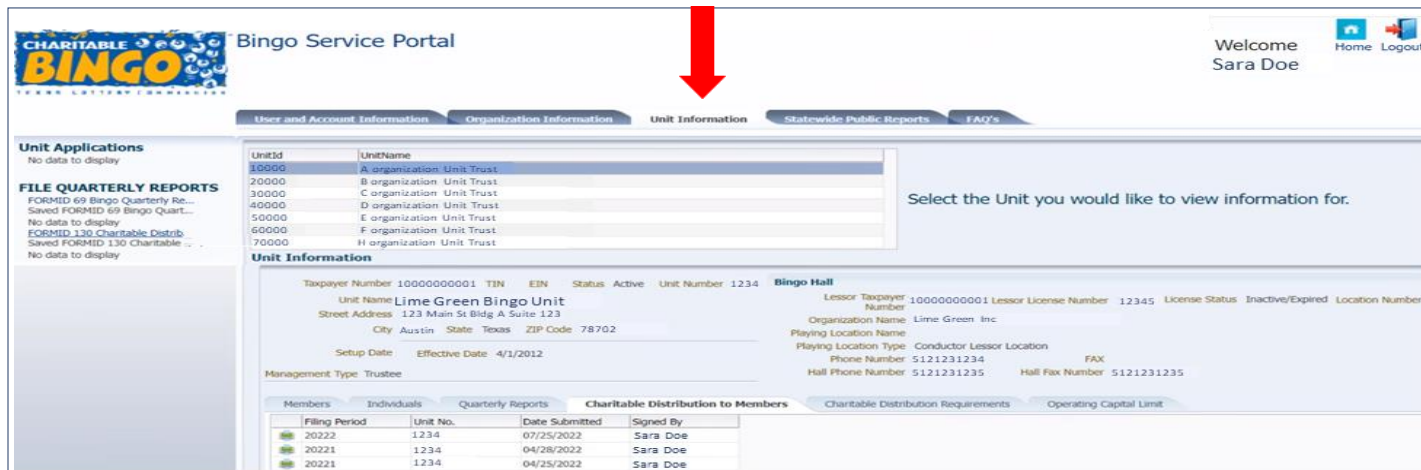
Quarterly Reports Filings

	Filing Period	Type of Return	Received Date	Prize Fee Due	Prize Fee Paid	Total Prize Fee Due	Rent Income	Rental Tax Amt	Total Due For Report	Total Paid
	20221	Original	4/14/2022	28,345.63	28,345.63	28,345.63		0.00	28,345.63	28,345.63
	20214	Original	1/16/2022	28,931.95	28,931.95	28,931.95		0.00	28,931.95	28,931.95

- PLEASE NOTE: If your Bingo Quarterly Report is NOT displayed in the **Quarterly Reports** tab, your Bingo Quarterly Report has not been submitted!
- If you do not see the desired Bingo Quarterly Report, please see the “How to retrieve a Saved Report that has not been submitted” instructions located under Miscellaneous Items at the end of this document.

## Step 6: Locating FORMID 130 - Charitable Distributions Details for Accounting Unit

- Click the **Unit Information** tab.



**CHARITABLE BINGO** Bingo Service Portal

Welcome Sara Doe

Home Logout

User and Account Information Organization Information **Unit Information** Statewide Public Reports FAQ's

**Unit Applications**  
No data to display

**FILE QUARTERLY REPORTS**  
FORMID 69 Bingo Quarterly Re...  
Saved FORMID 69 Bingo Quart...  
No data to display  
FORMID 130 Charitable Distrib...  
Saved FORMID 130 Charitable ...  
No data to display

Select the Unit you would like to view information for.

UnitId	UnitName
10000	A organization Unit Trust
20000	B organization Unit Trust
30000	C organization Unit Trust
40000	D organization Unit Trust
50000	E organization Unit Trust
60000	F organization Unit Trust
70000	H organization Unit Trust

**Unit Information**

Taxpayer Number 10000000001 TIN EIN Status Active Unit Number 1234

Unit Name **Lime Green Bingo Unit**

Street Address 123 Main St Bldg A Suite 123

City Austin State Texas ZIP Code 78702

Setup Date Effective Date 4/1/2012

Management Type Trustee

**Bingo Hall**

Lessor Taxpayer Number 10000000001 Lessor License Number 12345 License Status Inactive/Expired Location Number

Organization Name Lime Green Inc

Playing Location Name

Playing Location Type Conductor Lessor Location

Phone Number 5121231234 FAX

Hall Phone Number 5121231235 Hall Fax Number 5121231235

Members Individuals Quarterly Reports Charitable Distribution to Members Charitable Distribution Requirements Operating Capital Limit

Filing Period	Unit No.	Date Submitted	Signed By
20222	1234	07/25/2022	Sara Doe
20221	1234	04/28/2022	Sara Doe
20221	1234	04/25/2022	Sara Doe

- In the menu on the left side of the screen, click on FORMID 130 Charitable Distributions, under FILE QUARTERLY REPORTS.



**Unit Applications**  
No data to display

**FILE QUARTERLY REPORTS**  
FORMID 69 Bingo Quarterly Re...  
Saved FORMID 69 Bingo Quart...  
No data to display  
FORMID 130 Charitable Distrib...  
Saved FORMID 130 Charitable ...  
No data to display

## Step 7: How to file FORMID 130 - Charitable Distributions Details for Accounting Unit

- All Accounting Units must complete and submit a FORMID 130 - Charitable Distributions Details for Accounting Unit with each quarterly report.
- Information must be entered into the following fields: Charitable Distribution Amounts Dispersed to Unit Members, Retained Prize Fees Dispersed to Unit Members, Number of Occasions, Transfer of Funds Received, Contributions of Net Proceeds Received, Abd Contributions of Net Proceeds Reimbursed.
- Information must be entered for all members of the Accounting Unit.
- Accounting Units that did not disperse Charitable Distributions to their member organizations must enter zero (0) in all required fields.
- PLEASE NOTE: Accounting Units that are not required to disperse Charitable Distributions are *still* required to submit FORMID 130.

Note: "Save Report" is used to save this Charitable Distribution to Members and allow you to come back and continue the application at a later time.

[Return To Unit Detail](#) [Save Report](#) [Save and Submit](#) [Cancel](#)

Taxpayer Number 10000000001  
Unit Number 1234 Unit Name Lime Green Bingo Unit  
Street Address 123 Main St Bldg A Suite 123  
City Austin State TX ZIP Code 78702

**Filing Information**  
\* Year 2022 \* Quarter 2 Type of Report: Original

**Electronic Signature Required**  
☒ I declare that the information in this document is true and correct to the best of my knowledge and belief

Signed By Sara Doe

☒ Charitable Distribution To Members  
View [Print Charitable Distribution](#)

License Number	Organization Name	Taxpayer Number	Charitable Distribution Amounts Dispersed to Unit Members	Retained Prize Fees Disbursed to Unit Members	Number Of Occasions	Transfer of Funds Received	Transfer of Funds Reimbursed	Contributions of Net Proceeds Received	Contributions of Net Proceeds Reimbursed
2345	Stop Inc.	10000000002	2,000.00		40				
4567	Go Inc.	10000000001	2,000.00		52				
			4,000.00	0.00	92	0.00	0.00	0.00	0.00

NOTE: Make sure you have added this site to allow popups for your browser  
[Terms and Conditions](#) [Privacy Statement](#)

### Filing Period:

- The BSP will automatically display the year and the quarter for the *current filing period*. If you are filing for a *previous quarter*, you will have to manually enter the year and quarter.
- The type of report, original or amended, will automatically display as determined by the year and quarter of the filing information.

### Amending FORMID 130 - Charitable Distributions Details for Accounting Unit:

- The amendment and the original FORMID 130 are filed using the same steps listed above.
- To amend, verify the correct year and the correct quarter of the filing period.

The image displays two screenshots of a 'Filing Period' form, illustrating the process of amending a report. Red arrows indicate the changes between the two states.

**Top Screenshot (Original Report):**

- Filing Period**
- License Num 45401
- \* Year: 2022
- \* Quarter: 3
- Type of Report: Original

**Bottom Screenshot (Amended Report):**

- Filing Period**
- License Num 45401
- \* Year: 2022
- \* Quarter: 2
- Type of Report: Amended

Red arrows point from the '2022' year field, the '3' quarter dropdown, and the 'Original' report type in the top screenshot to their respective counterparts in the bottom screenshot, highlighting the specific changes made to file an amended report.

## Print Charitable Distributions Details for Accounting Unit button:

To print the Charitable Distributions Details for Accounting Unit form, Click the Print Charitable Distribution button.

Note: "Save Report" is used to save this Charitable Distribution to Members and allow you to come back and continue the application at a later time.

[Return To Unit Detail](#) [Save Report](#) [Cancel](#)

Unit:   
City: Richardson State: TX ZIP Code: 75085-2693

Filing Information  
\* Year: 2022 \* Quarter: 2 Type of Report: Amended

Electronic Signature Required  
☐ I declare that the information in this document is true and correct to the best of my knowledge and belief


Charitable Distribution To Members  
View: [Print Charitable Distribution](#)

License Number	Organization Name	Taxpayer Number	Charitable Distribution Amounts Disbursed to Unit Members	Retained Prize Fees Disbursed to Unit Members	Number Of Occasions	Transfer of Funds Received	Transfer of Funds Reimbursed	Contributions of Net Proceeds Received	Contributions of Net Proceeds Reimbursed
			8,400.00	0.00	21	0.00	0.00	0.00	0.00
			9,800.00	0.00	41	0.00	0.00	0.00	0.00
			8,400.00	0.00	25	0.00	0.00	0.00	0.00
			8,400.00	0.00	27	0.00	0.00	0.00	0.00
			35,000.00	0.00	114	0.00	0.00	0.00	0.00

NOTE: Make sure you have added this site to allow popups for your browser  
[Terms and Conditions](#) [Privacy Statement](#)

- PLEASE NOTE: Clicking the Print Charitable Distribution button *does not* submit (aka file) FORMID 130 - Charitable Distributions Details for Accounting Unit.

- When you click the **Print Charitable Distributions** button, a print preview will appear. To print the document, click the printer icon on the top right.
- To close the PDF, Select the **X mark** on the upper right-hand corner on the PDF screen.



Charitable Bingo Operations Division

**Charitable Distributions Details for Accounting Unit**

**FORMID 130**

**WHO MUST SUBMIT THIS FORM**  
This form must be completed by an Accounting Unit and submitted with each quarterly report.

**FORM SUBMISSION**  
By mail: Texas Lottery Commission, Charitable Bingo Operations Division, PO Box 16630, Austin, TX 78761-6630 Fax (512) 344-5142  
FOR ASSISTANCE: in completing this form, please call 800-BINGO-77 (800-246-4677) and follow the prompts or visit our website at [txbingo.org](http://txbingo.org).

**GENERAL INSTRUCTIONS**

- Use black or blue ink.
- Use continuation sheet(s) if needed.
- If filing a "zero report" enter "zeros" in all applicable fields.
- The totals reported on this form must match the corresponding totals on the quarterly report filed for the same quarter.
- LICENSE ID - Enter License ID for each organization that conducted bingo with or received distributions from this unit during the quarter.
- TAXPAYER NUMBER - Enter the taxpayer number for each organization listed in the "Organization Name" column.
- ORGANIZATION NAME - Enter the name of each organization that conducted bingo with or received distributions from this unit during this quarter.
- CHARITABLE DISTRIBUTION AMOUNTS DISBURSED AND PRIZE FEE RETAINED TO UNIT MEMBERS - Enter the amounts disbursed to each unit member for charitable distribution by the unit member, including any retained prize fees for each organization, if applicable.
- NUMBER OF OCCASIONS - Enter the number of bingo occasions, including licensed temporary occasions, conducted by each unit member during the quarter.
- TRANSFER OF FUNDS - Enter any amounts of non-bingo funds transferred by unit members into (Received) or out (Reimbursed) of the unit bingo account as authorized by BEA Sec. 2001.451(c).
- UNIT MEMBER CONTRIBUTIONS - Enter any unit member contributions of bingo net proceeds into (Received) or out (Reimbursed) of the unit bingo account when joining or leaving the unit.

Unit Number g		Taxpayer Number	Created Date	Unit Name		Quarter 20222				
License Number	Organization Name	Taxpayer Number		Charitable Distribution Amounts Disbursed to Unit Members	Retained Prize Fees Disbursed to Unit Members	Number of Occasions	Transfer of Funds BEA Sec. 2001.451(c)		Unit Member Contributions of Bingo Net Proceeds to/from Unit Account	
							Received	Reimbursed	Received	Reimbursed
				\$8,400.00	\$0.00	21	\$0.00	\$0.00	\$0.00	\$0.00
				\$9,800.00	\$0.00	41	\$0.00	\$0.00	\$0.00	\$0.00
				\$8,400.00	\$0.00	25	\$0.00	\$0.00	\$0.00	\$0.00
				\$8,400.00	\$0.00	27	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>				\$35,000.00	\$0.00	114	\$0.00	\$0.00	\$0.00	\$0.00

Line 30a
Line 30c
Line 1
Line 31
Line 32



## How to save your Charitable Distributions Details for Accounting Unit information:

### Save Report:

- When you have finished entering all required Charitable Distributions Details for Accounting Unit information or if you want to stop entering and complete FORMID 130 later, you must click **Save Report**. If you do not “Save Report” you may lose any unsaved data when BSP times out after 10 minutes of inactivity.
- PLEASE NOTE: Saving your Report does not automatically submit the Charitable Distribution Details for Accounting Unit to the Division. **Save your charitable distribution information often!**

Note: "Save Report" will save this Charitable Distribution to Members and allow you to come back and continue the application at a later time.

[Return To Unit Detail](#) **[Save Report](#)** [Save and Submit](#) [Cancel](#)

Taxpayer Number 5830412094

Unit Number Unit Name

Street Address

City State TX ZIP Code

**Filing Information**

\* Year 2022 \* Quarter 2 Type of Report Amended

**Electronic Signature Required**

☒ I declare that the information in this document is true and correct to the best of my knowledge and belief

Signed By Sara Doe

**Charitable Distribution To Members**

View Print Charitable Distribution

License Number	Organization Name	Taxpayer Number	Charitable Distribution Amounts Disbursed to Unit Members	Retained Prize Fees Disbursed to Unit Members	Number Of Occasions	Transfer of Funds Received	Transfer of Funds Reimbursed	Contributions of Net Proceeds Received	Contributions of Net Proceeds Reimbursed
			8,400.00	0.00	21	0.00	0.00	0.00	0.00
			9,800.00	0.00	41	0.00	0.00	0.00	0.00
			8,400.00	0.00	25	0.00	0.00	0.00	0.00
			8,400.00	0.00	27	0.00	0.00	0.00	0.00
			33,000.00	0.00	114	0.00	0.00	0.00	0.00



## Electronic Signature Required:

- After you have completed your quarterly report or amendment and have read the Electronic Signature Required message, check the box located in front of the “I declare...” statement.

Note: "Save Report" is used to save this Charitable Distribution to Members and allow you to come back and continue the application at a later time.

[Return To Unit Detail](#) [Save Report](#) [Save and Submit](#) [Cancel](#)

Taxpayer Number 58304128940

Unit Number Unit Name

Street Address

City State TX ZIP Code

**Filing Information**

\* Year 2022 \* Quarter 2 Type of Report Amended

**Electronic Signature Required**

☒ I declare that the information in this document is true and correct to the best of my knowledge and belief

Signed By Sara Doe

**Charitable Distribution To Members**

View [Print Charitable Distribution](#)

License Number	Organization Name	Taxpayer Number	Charitable Distribution Amounts Disbursed to Unit Members	Retained Prize Fees Disbursed to Unit Members	Number Of Occasions	Transfer of Funds Received	Transfer of Funds Reimbursed	Contributions of Net Proceeds Received	Contributions of Net Proceeds Reimbursed
			8,400.00	0.00	21	0.00	0.00	0.00	0.00
			9,800.00	0.00	41	0.00	0.00	0.00	0.00
			8,400.00	0.00	25	0.00	0.00	0.00	0.00
			8,400.00	0.00	27	0.00	0.00	0.00	0.00
			35,000.00	0.00	114	0.00	0.00	0.00	0.00

## How to submit (aka file) the Charitable Distribution Details Report:

- When you have completed entry of all information into the Charitable Distributions Details for Accounting Unit form, and checked the Electronic Signature box, you are ready to submit it to the Division. Click the **Save and Submit** button at the top of the BSP screen.

Note: "Save Report" is used to save this Charitable Distribution to Members and allow you to come back and continue the application at a later time.

Return To Unit Detail Save Report **Save and Submit** Cancel

Taxpayer Number 5830-1128940

Unit Number Unit Name

Street Address

City State TX ZIP Code

Filing Information

Year 2022 Quarter 2 Type of Report Amended

Electronic Signature Required

☒ I declare that the information in this document is true and correct to the best of my knowledge and belief

Signed By Sara Doe

Charitable Distribution To Members

View Print Charitable Distribution

License Number	Organization Name	Taxpayer Number	Charitable Distribution Amounts Disbursed to Unit Members	Retained Prize Fees Disbursed to Unit Members	Number Of Occasions	Transfer of Funds Received	Transfer of Funds Reimbursed	Contributions of Net Proceeds Received	Contributions of Net Proceeds Reimbursed
			8,400.00	0.00	21	0.00	0.00	0.00	0.00
			9,800.00	0.00	41	0.00	0.00	0.00	0.00
			8,400.00	0.00	25	0.00	0.00	0.00	0.00
			8,400.00	0.00	27	0.00	0.00	0.00	0.00
			35,000.00	0.00	114	0.00	0.00	0.00	0.00

After clicking Save and Submit, you will be redirected to the Unit Information Screen.

Unit and Account Information
Organization Information
Unit Information
Statewide Public Reports
FAQ's

UnitId
UnitName

Select the Unit you would like to view information for.

Unit Information

Taxpayer Number 00000000 TIN EIN 123456789 Status Active Unit Number

Unit Name
Street Address

Setup Date
Effective Date 1/1/2005

Management Type Designated Agent

Bingo Hall

Lessor Taxpayer Number 123456789 Lessor License Number 000 License Status Active/Active Location Number 000

Organization Name

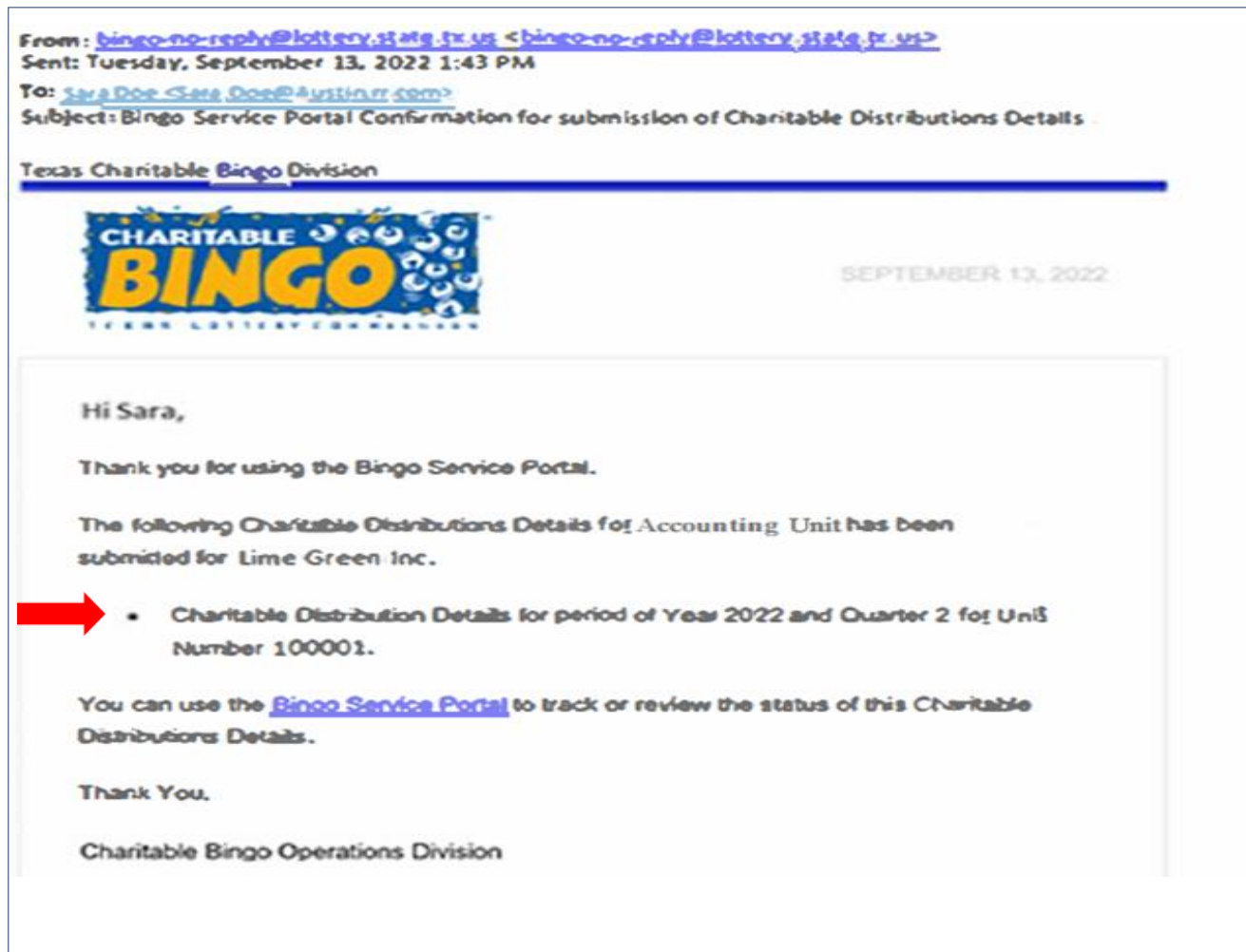
Playing Location
Phone Number
Hall Phone Number
FAX
Hall Fax Number

Members
Individuals
Quarterly Reports
Charitable Distribution to Members
Charitable Distribution Requirements
Operating Capital Limit

Filing Period	Unit No.	Date Submitted	Signed By
20183		10/10/2018	Doe Sara

When you click **Submit Report**, the BSP will automatically send a Confirmation email to the BSP user. Keep confirmation email for your records.

Original Charitable Distribution Details email confirmation example:



## How to verify that the Charitable Distribution Details Report has been successfully submitted:

- To verify that the Charitable Distribution Details Report has been submitted to the Division click on the **Unit Information** tab.
- ALL submitted FORMID 130 forms will be displayed in the **Charitable Distributions to Members** tab.
- PLEASE NOTE: If your Charitable Distributions Details for Accounting Unit is NOT displayed in the Charitable Distributions to Members tab, your Charitable Distributions Details for Accounting Unit has not been submitted! If you cannot see your Charitable Distributions Details for Accounting Unit, please see “How to retrieve a Saved Report that has not been submitted” instructions located under Miscellaneous Items at the end of this document.

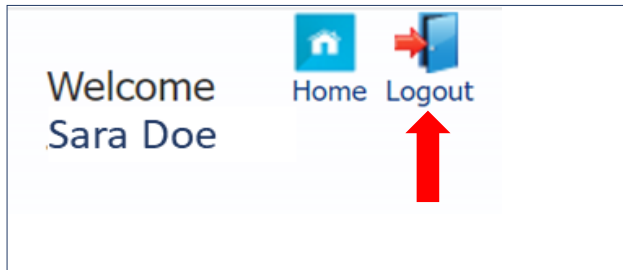
The screenshot displays the Bingo Service Portal interface. At the top, there is a logo for 'CHARITABLE BINGO' and a 'Bingo Service Portal' header. A navigation bar includes tabs for 'User and Account Information', 'Organization Information', 'Unit Information', 'Statewide Public Reports', and 'FAQ's'. The 'Unit Information' tab is selected, showing a list of units with columns 'UnitId' and 'UnitName'. A red arrow points to the 'Unit Information' tab. Below the unit list, the 'Unit Information' section for 'Lime Green Bingo Unit' is displayed, including fields for Taxpayer Number, Unit Name, Street Address, City, State, ZIP Code, Setup Date, Effective Date, and Management Type. A red arrow points to the 'Charitable Distribution to Members' tab. The 'Charitable Distribution to Members' tab is selected, showing a table with columns 'Filing Period', 'Unit No.', 'Date Submitted', and 'Signed By'. The table contains three rows of data for the year 2022, all submitted on 08/23/2022 by Sara Doe.

UnitId	UnitName
10000	A organization Unit Trust
20000	B organization Unit Trust
30000	C organization Unit Trust
40000	D organization Unit Trust
50000	E organization Unit Trust
60000	F organization Unit Trust
70000	H organization Unit Trust

Filing Period	Unit No.	Date Submitted	Signed By
2022	1234	08/23/2022	Sara Doe
2022	1234	08/23/2022	Sara Doe
2022	1234	08/23/2022	Sara Doe

### **Step 8: Logout of the BSP**

- **Logout** is on the upper right-hand corner on the screen.
- Select **Logout** to exit the BSP.





## Miscellaneous Items:

How to retrieve a saved report that has not been submitted:

- Go to the **Unit Information** Tab
- Go to the Quarterly Reports menu and click on the desired report. Reports are in a Year: 20XX QTR: X format.

UnitId UnitName

Select the Unit you would like to view information for.

**Unit Information**

Taxpayer Number 00000000 TIN EIN 123456789 Status Active Unit Number Bingo Hall

Unit Name Lessor Taxpayer Number 123456789 Lessor License Number 000 License Status Active/Active Location Number 000

Street Address Organization Name

Playing Location

Phone Number FAX

Hall Phone Number Hall Fax Number

Setup Date Effective Date 1/1/2005

Management Type Designated Agent

Members Individuals Quarterly Reports Charitable Distribution to Members Charitable Distribution Requirements Operating Capital Limit

Filing Period	Unit No.	Date Submitted	Signed By
20183		10/10/2018	Doe Sara



## How to delete a saved but not submitted Quarterly Report:

1. Before deleting a report, verify that the submitted (aka filed) quarterly report for the current or amended quarter appears in the **Quarterly Reports** tab.

Members

Individuals



Quarterly Reports

Charitable Distribution to Members








Charitable Distribution Requirements

Operating

Quarterly Reports Being Processed

	Filing Period	Date Submitted	Unit No.	Type of Report	Fee Due For Report	Amount due for this Report	Signed By	Payment Status
	20222	09/30/2022	9	Amended	0.00	(10,647.88)		On-Line
	20222	09/30/2022	9	Amended	0.00			On-Line

Quarterly Reports Filings

	Filing Period	Type of Return	Received Date	Prize Fee Due	Prize Fee Paid	Total Prize Fee Due	Rent Income	Rental Tax Amt	Total Due For Report	Total Paid
	20222	Original	7/21/2022	10,647.88	10,647.88	10,647.88	13,500.00	0.00	10,647.88	10,647.88
	20221	Amended	5/12/2022	10,249.08	10,336.58	10,336.58	18,000.00	0.00	10,336.58	10,336.58
	20221	Original	4/19/2022	8,499.08	10,336.58	8,499.08	18,000.00	0.00	8,499.08	10,336.58
	20214	Original	1/10/2022	10,180.75	10,180.75	10,180.75	13,500.00	0.00	10,180.75	10,180.75
	20213	Original	10/22/2021	10,301.38	10,301.38	10,301.38	13,500.00	0.00	10,301.38	10,301.38
	20212	Original	7/14/2021	10,738.23	10,738.23	10,738.23	13,500.00	0.00	10,738.23	10,738.23
	20211	Original	4/19/2021	10,280.48	10,280.48	10,280.48	13,500.00	0.00	10,280.48	10,280.48

PLEASE NOTE: If a quarterly report is not listed here, it has not been submitted (aka filed).

- To view saved but not submitted quarterly reports, click the **Unit Information** tab.

The screenshot displays the Texas Charitable Gaming System interface. At the top, there are tabs for 'User and Account Information', 'Organization Information', 'Unit Information', 'Statewide Public Reports', and 'FAQ's'. The 'Unit Information' tab is selected.

On the left side, under 'Unit Applications', it says 'No data to display'. Below this, there is a section titled 'FILE QUARTERLY REPORTS' with a red arrow pointing to it. This section lists several report types: 'FORMID 69 Bingo Quarterly Re...', 'Saved FORMID 69 Bingo Quart...', 'No data to display', 'FORMID 130 Charitable Distrib...', 'Saved FORMID 130 Charitable ...', and 'No data to display'.

The main area shows a list of units with columns 'UnitId' and 'UnitName'. The units listed are A through K organization Unit Trusts. Unit 50000, 'D organization Unit Trust', is highlighted in yellow. To the right of this list, a text prompt says 'Select the Unit you would like to view information for.'.

Below the unit list, the 'Unit Information' section is displayed for the selected unit. It includes fields for 'Taxpayer Number', 'TIN', 'EIN', 'Status', 'Unit Number', 'Bingo Hall', 'Unit Name', 'Street Address', 'City', 'State', 'ZIP Code', 'Setup Date', 'Effective Date', 'Management Type', 'Lessor Taxpayer Number', 'Lessor License Number', 'License Status', 'Location Number', 'Organization Name', 'Playing Location Name', 'Playing Location Type', 'Phone Number', 'FAX', 'Hall Phone Number', and 'Hall Fax Number'.

At the bottom, there are tabs for 'Members', 'Individuals', 'Quarterly Reports', 'Charitable Distribution to Members', 'Charitable Distribution Requirements', and 'Operating Capital Limit'. The 'Quarterly Reports' tab is selected.

Under the 'Quarterly Reports' tab, there is a table titled 'Quarterly Reports Filings' with columns: 'Filing Period', 'Type of Return', 'Received Date', 'Prize Fee Due', 'Prize Fee Paid', 'Total Prize Fee Due', 'Rent Income', 'Rental Tax Amt', 'Total Due For Report', and 'Total Paid'. The table shows two rows of data for the years 2022 and 2021.

To the right of the table, there is a section titled 'Last 12 Quarterly Reports' with a table that has two rows labeled '18K' and '15K'.

3. Click on the trash can icon next to the quarterly report you want to delete.
  - Click Yes to delete or Cancel to keep.



### The purpose of the Cancel button:

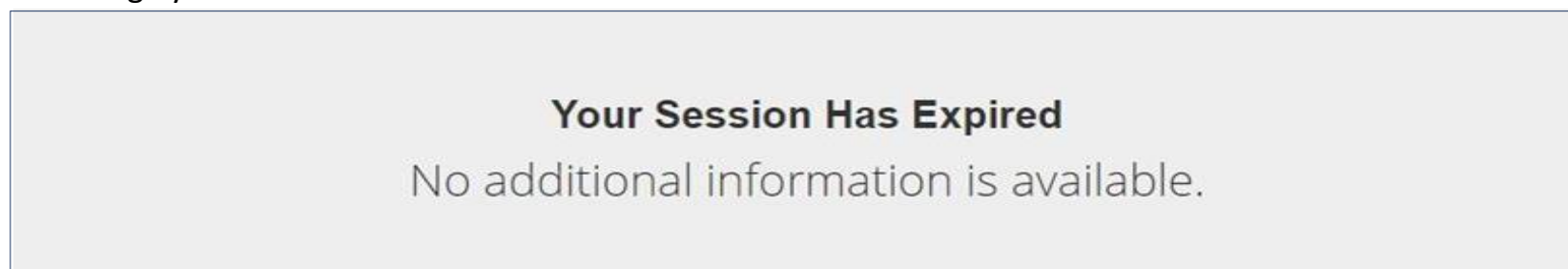
The Cancel button displayed below allows the user to exit the quarterly report screen and **does not save** the data entry.



### BSP Data Entry: Your Session Has Expired:

The screen will time-out after 10 minutes of user inactivity. All unsaved data may be lost.

The message you will see is:



To avoid losing your unsaved data before you complete and submit a quarterly report or other form, please save your data often.

**If you have any questions, comments, or suggestions  
about how to use BSP or about this user manual,  
please contact the Education Section of the  
Charitable Bingo Operations Division  
by email to [bingo.services@lottery.state.tx.us](mailto:bingo.services@lottery.state.tx.us)  
or call 512-344-5299.**